**Theatre Arts Department**

# Production Meeting Notes

**Production:** Frozen

**Stage Manager:** Laurie Kincman

**Date:** October 23, 2009

**Director**: (Beth)

* Updated the production team about potential changes to the runthrough date depending upon how quickly Adam gets well
* Requested a postponement of the prop add deadline to Tuesday October 27 for the same reason
* Presented current logistical challenges to blocking the airplane scene (balancing the tray). Possible alternatives were discussed, with more information to come out of rehearsal in the future.
* Discussed currently planned “plastic effects” and asked the designers to be thinking about other places where we might want to do something

**Scenery**

***Designer***: (Mandy and Vicky)

* Discussed placement for the “girl in ice” image. Two locations were agreed to. Beth is okay if one or both versions of the image are keystoned a bit
* Scenery is working through a small bump in the process due to the width of the plastic. Mandy and Megan have ideas to address the seams and hope to be back on track quickly.
* Vicky is painting a lot!

***Technical Director:*** (Megan for Ron)

* The frames are all assembled
* The props tables are in construction

**Costumes**: (Joe)

* Beginning next week, the actors can work with coats, shoes, aprons, belts, purses and other accessories that would be helpful

**Lighting**: (Mandy, Donnie, David)

* David will be back on Monday
* Donnie also hopes to come to next week’s run through and will talk with Mary about potentially being excused from rehearsal to attend.

**Sound**: (Mark)

* Confirmed that there should be a sound cue for all the times Agnetha pushes a flight attendant button in Scene 6, not just the one she verbally reacts to
* Beth and Mark will meet Wednesday at 2:15 to listen to Mark’s current ideas for cues
* Confirmed that we would still like to work with sound in rehearsal during the week of November 2, and with the sound for Scene 26 next week if possible

**Stage Management:** (Laurie)

* Will send out a new props list after the props add deadline
* Will follow up with Claire and Allyssa regarding cigarettes

**Other**:

* Our next meeting will be Friday October 30 at 12:05 pm in the department office